



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Public Safety Commanding Officer 959 E. Confederate Avenue SE Atlanta, Georgia 30316	Application Number <b>79-1</b>	
Application Number		Date Received <b>JAN 11 1979</b>	Date Completed <b>JAN 17 1979</b>
2. Person to Contact Lee Wilson CRM		Working Title Records Management Officer	Telephone Number 656-6142
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <b>A-20</b> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1937      Present		5. Records Series Title (followed by title used in office, if different) Station Log Book Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The forty-five Georgia State Patrol Posts located over the State act as local headquarters for troopers. The troopers patrol the roads and highways in the Post assigned district; arrest traffic violators; investigate accidents; direct traffic; conduct examinations for issuance of drivers' licenses and perform other law enforcement duties.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:      Recording the daily activities of Patrol Posts.  Included are:      Station Log Books containing narrative description of Patrol Posts' daily activities and including date, names of officers on duty, names of officers on leave and reason for absence, weather conditions, log of official activities of officers, and other related information.  File is arranged:      Numerically by Post thereunder, Chronologically by date.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ 1/8 cubic feet Approx. 2 books per year			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Only the first five years.
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>5</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 5 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

D-79-2:

Except for first five years of Station Log Books for each Patrol Post are to be retired to Department of Public Safety Archives for Permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u>	<u>10 Jan '79</u>	<u>[Signature]</u>	<u>1-11-79</u>

  

State Records Committee (Signature)	Date
State Auditor/Designee <u>[Signature]</u>	<u>1-5-79</u>
Secretary of State/Designee <u>[Signature]</u>	<u>1-11-79</u>
Attorney General/Designee <u>[Signature]</u>	<u>1-16-79</u>

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)